



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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TO: Superintendents, Local Education Agencies
Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Stacey Wilson-Norman, Ed. D.
Chief Academic Officer

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William J. Hussey, Director
Exceptional Children Division

WJH

DATE: July 1, 2018

COMMUNITY RESIDENTIAL CENTER APPLICATION FOR FUNDS: FY 2018-2019 STATE PROGRAM REPORT CODE (PRC) 063 FUNDS, AGES 3 THROUGH 21

Community Residential Center (CRC) funds are made available **to assist** Local Education Agencies (LEAs) in providing special education and related services to **eligible children with disabilities who are placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO)**. The allotment of CRC grant funds is **contingent upon the availability of state funds** for this program. When funds are not available, LEAs are to use other state and federal funds for children placed in the community residential center setting.

Application forms and reference materials are located on the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/community-residential-center-program>

The application and forms, listed individually, are fillable Microsoft Word documents to expedite the completion process. The *Procedures and Instructions Manual* includes details for guidance with completing a CRCF application and when submitting updates throughout the year. Do **not** use example forms or past school year application forms when applying for funds or submitting changes. **Applications must be postmarked on or before September 15, 2018.**

All services should be negotiated locally and included in the contract between the LEA and CRC. A Sample Contract is provided with the CRCF forms as a Microsoft Word document to serve as an editable document to fit the needs of the LEA and contracted CRC. The effective dates of the contract must be July 1, 2018, through June 30, 2019. This period allows for a ten-month school year and a two-month extended school year (ESY) based on the LEA calendar. ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the combined contracts must reflect the twelve-month period from July 1, 2018, to June 30, 2019.

For further information, contact Lori Peterson at (919) 807-3932 or lori.peterson@dpi.nc.gov.

MPM/SWN/WJH/SHT/ljp

CC: Adam Levinson
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Finance Officers

EXCEPTIONAL CHILDREN DIVISION

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